

Guidelines for collecting Useful and accurate data using The Request for Air Emissions Information Reporting Form

Why is this information important?

The Air Emissions information you provide is critical at various levels:

- State and local planners use actual facility emissions, coordinates and stack parameters in emissions modeling for local and state regulatory programs.
- The annual emission reporting is a portion of the check and balance system in place to ensure facilities are emitting under the rules of their permits.
- Each item of individual facility information provides us an accurate measure that is used to analyze the cumulative impact of sources on regional air quality.

When submitting your individual facility emissions inventory form, the accuracy of your information aids in the overall effort of maintaining the balance between industry and the long term sustainability of our environment. When reviewing the Request for Air Emissions Information form the questions may seem trivial, however, each portion of data we request helps us to improve the environment. The data we receive contributes to cumulative air quality benefits by improving our ability to better predict industrial trends throughout Washington State, and assists in planning for our future.

This guide is to assist you in completing the Annual Air Emissions Information Reporting Form. If you have any questions please contact:

_____ your local air pollution control authority.

We appreciate your past efforts in accurate emissions reporting and thank you for your cooperation in maintaining accurate and complete emissions inventory submissions in the future.

A step-by-step guide for completing
The Request for Air Emission Information form
Air Emission Report form Section 1

Plant Number: The plant number that corresponds to your facility is a unique, eight digit code. It will begin with a letter followed by a three digit number, a space, and then a four digit number. This code is usually printed on your annual forms, however, if you have additional sheets, or accompanying correspondence, please use your unique identifier on each sheet. (Example: K-063-0098)

Plant Name: This is the current name of the facility. If the name has changed please indicate this by drawing a single line through the old name and print or type the new name above the previous name.

Universal Business Identifier (UBI): This is the nine or ten digit number assigned to a company by a state business licensing authority. This DOES NOT track the facility within emissions databases at the state or local air pollution control authority levels.

Technical Contact: The name of the current individual at a facility that is responsible for providing the facility's emissions inventory information. The complete phone numbers with area code, and if available, an email address should be provided.

Standard Industrial Process (SIC) Code: The single four digit code should be one that describes the overall operations of the facility. The current listing of SIC codes can be found at <http://www.ecy.wa.gov/programs/air/emisinv.html>

Geographic Coordinates: These coordinates are a mandatory reporting element for all levels of government. The coordinates for the physical location of the facility are critical for data submission to the Environmental Protection Agency and for local, state and federal emissions modeling. Coordinates may be provided using latitude-longitude, or Universal Transverse Mercator (UTM).

Certification of Data Accuracy: The individual signing the Accuracy statement must be a qualified official of the facility, or officially contracted by the facility, and able to testify to the accuracy of the data submitted on all three pages of the Air Emissions Reporting form.

A step-by-step guide for completing **The Request for Air Emission Information form** **Air Emission Report form Section 2**

Plant Number: The plant number that corresponds to your facility is a unique, eight digit code. It will begin with a letter followed by a three digit number, a space, and then a four digit number. This code is usually printed on your annual forms, however, if you have additional sheets, or accompanying correspondence please use your unique identifier on each sheet as well as your plant name. (Example: K-063-0098)

Plant Name: This is the current name of the facility. If the name has changed please indicate this by drawing a single line through the old name and print or type the new name above the previous name.

Emission Point No & Description: The number description assigned to a specific and unique emission point in a facility. The numbering of emissions points is carried out by the facility using their own conventions as a point numbering system. Each point must be identified by its unique number, written description and point parameters.

Boiler Design Capacity (if applicable) in MMBTUs: This should be the description of the maximum capacity of the boiler.

Point Standard Industrial Process Code (SIC): The single four digit code should be one that describes the operations at the particular single emissions release point. The code should be from the current listing at <http://www.ecy.wa.gov/programs/air/emisinv.html>.

Point Geographic Coordinates: These coordinates are a mandatory reporting element for all levels of government. The coordinates for the physical location of the facility are critical for data submission to the Environmental Protection Agency and for local, state and federal emissions modeling. The POINT geographic coordinates should correlate to the exact geographic measure of the emission release point (e.g. Stack location versus location of plant itself). If this data is not available there may be a substitution of plant geographic coordinates rather than point data.

Point Operating Schedule: The operating schedule is used in modeling exercises for municipal and state planning. For each temporal period, a percent of operations may be assigned, and an annual summation must equal 100%. If there were no emissions due to non operation please indicate this with a zero entry. The hours/day, days/week, and weeks/year must indicate the last year's operating schedule.

Stack Parameters: If the emission point corresponds to an emission release point with a stack, the most current data should be reported for each parameter, and a zero entry if the emission release point was not operating.

Control Equipment: Reporting the control equipment type should correspond with its correct segment of operation at the emission point. Current control equipment codes can be found at <http://www.ecy.wa.gov/programs/air/emisinv.html>.

A step-by-step guide for completing The Request for Air Emission Information form Air Emission Report form Section 3

Plant Number: The plant number that corresponds to your facility is a unique, eight digit code. It will begin with a letter followed by a three digit number, a space, and then a four digit number. This code is usually printed on your annual forms, however, if you have additional sheets, or accompanying correspondence please use your unique identifier on each sheet as well as your plant name. (Example: K-063-0098)

Point Number: The Point number corresponds to the individual emission release point indicated by the facility, uniquely identifying a single process to one point (EP).

Section 3: Emissions from Segments Information: The information provided under this section should pertain only to the single specified segment of operation under one individual point. Some segments' emissions may be combined under one segment if impossible to separate emissions for both segments that are at a single point.

SCC Code: There should be one eight digit code reported for each segment process. Current codes are online at <http://www.ecy.wa.gov/programs/air/emisinv.html>.

Segment Number: The number assigned to a specific and unique emissions segment within a single emissions point in a facility. The numbering of segments is carried out by the facility.

Units: The units refer to the unit of measurement for throughput material at a segment. Current unit codes list can be found at http://www.epa.gov/ttn/chief/nif/codes2_0.xlw.

Process Information: The process information is the total annual throughput of material used, or produced at a segment in the units specified. This data is to be submitted using the proper units and numeric format for the process it involves. For example, if the segment used 60,000 gallons of liquid, the Units would be E3GAL/YR, and Process throughput Information will be 60.

Sulfur/Ash Content (%): The measurement of sulfur and ash in fuels.

Comments: This area provides an opportunity to report additional information about a point or segment that has not been covered with the emissions inventory report form.

Confidentiality: This option allows process data to be available for public knowledge. If 'yes' is checked data will not be shared, if no is checked data may be shared with the public and other agencies. If neither box is checked it is assumed data can be shared with other agencies and the public.

Criteria Pollutant Emissions: Each criteria pollutant that is emitted from your facility at each point and segment should be reported in Tons/year; the minimum reporting requirement is 0.5 Tons. VOC emissions may be specified in the 'reported as' box. Valid codes for estimation, control equipment and efficiency can be found at <http://www.wa.gov/ecology/air/emisinv.html>.

Toxic Pollutant Emissions: Toxic air emissions are reported in pounds per year. Their name, CAS number and estimation codes should be listed. Currently all toxic air emissions are being recorded, not only the HAPS listed toxics. If you require more space for reporting, there is a separate reporting form available at <http://www.wa.gov/ecology/air/emisinv.html>.